

Terms of Reference – Invitation to Tender

Subject: Baby Kits

Introduction:

CARE is a leading relief and development non-governmental organization fighting global poverty. Established in 1946, it is now a confederation composed of 14 members and 4 affiliates. In 2016, CARE worked in 84 countries around the world, supporting development and humanitarian aid projects to reach more than 83 million people. While CARE is a large international organization with more than 11,000 employees worldwide, we have a strong local presence: 95% of our staff are nationals of the countries where our programs are run.

CARE first established a mission in Lebanon in 2006 and in April 2013 further enhanced its presence in Lebanon in order to address needs of the refugee population and host communities due to the current situation.

Objective:

CARE International Office in Beirut is seeking for suppliers to apply for a tender for **Baby Kits**, as per the below requirements:
:

- A) Competitive pricing for Baby kits content
- B) Transportation services
- C) Credit facilities
- D) Locally produced items (up to 90%)

In order to submit a complying quotation, you should complete all documents in Annex I

Detailed requirements:

CIL will sign a framework agreement with the company from xxx, 2021 till xxx, 2022 and will use the offered fixed rates mentioned in the quotation that will remain fix for the contract that will be concluded for one year upon selection.

CIL is requesting the below:

A) Competitive pricing for Baby kits:

- High quality products included in the kit.
- Size of product is sufficient.
- Different type of items is included.
- The kits are safely and neatly packaged.
- Items are packed.

- High quality Printing of Logo on kits and items list in Arabic and English are provided.

B) Transportation services

Please mention if the company offers delivery services to the warehouse/ specified location and if there's any limited transfer number.

C) Credit Facilities

CIL will pay on monthly basis in 30 days after receiving all the original invoices – as hard copies – from the Company.

ANNEX 1

DETAILED PRICING MATRIX

Price Schedule Template and financial offer guidance

For evaluation and comparison purposes, in addition to your firm's usual financial quotation format if any, please complete and sign the below price schedule.

A) For Baby Kit:

Description	Unit	No. of Units	Price – unit cost – Excluding VAT	Price – unit cost – including VAT 11%
Diapers (Total of 92 Diapers) – 1 to 6 months babies	Pack	1		
Detergent 500ml	Pcs	1		
Baby Bathing soap 250g	Pcs	1		
Baby Underwear – For a boy – 1 to 6 months age	Pcs	1		
Baby Underwear – for a Girl – 1 to 6 months Age	Pcs	1		
Pyjama (For Boys ,from 1 to 6 Months Age)	Pcs	1		
Pyjama (For Girls, from 1 to 6 months Age)	Pcs	1		
Digital thermometer non mercury	Pcs	1		
Packaging	Box/Bag	1		
Printing (on box –LOGO and Item list – Arabic and English)	Pcs	1		
Total:				

B) Transportation services:

Item Description	Unit	No. of Units	Price – unit cost
Delivery of kits to Warehouse/location (Beirut)	trip	1	
Delivery of kits to Warehouse/location (Tripoli)	trip	1	
Delivery of kits to Warehouse/location (Akkar)	trip	1	
Delivery of kits to Warehouse/location (Beqaa)	trip	1	
Delivery of kits to Warehouse/location (Mount Lebanon)	trip	1	
Delivery of kits to Warehouse/location (South)	trip	1	
Delivery of kits to Warehouse/location (Hermil)	Trip	1	

C) Credit Facilities:

Please confirm that you accept that CIL will pay on a monthly basis after receiving all the original invoices – as hard copies – from the firm.

Please confirm below conditions by ticking the box:

- ☐ Total price is including 11% VAT
- ☐ Discount offered – **Optional**
- ☐ Validity of the quotation is for minimum six weeks from receipt – until the contract is concluded
- ☐ The offered services and prices will be fixed for the duration of the master framework agreement.
- ☐ CIL reserves the right to conduct a safety and security assessment of your facilities

before awarding the contract.

- ☐ Defected/ broken items to be immediately replaced
- ☐ Your firm has the minimum Safety and Security Amenities (Smoke Detector, Fire Extinguisher, First Aid Kit, Emergency Exit, Gathering Point)
- ☐ Registration Documents of the firm to be Submitted within the application
- ☐ Bidder are required to submit sealed full documentation in hard to the following address (Badaro, Sami El Soleh Ave, Serhal Building, 3rd Floor, Beirut – Lebanon
- ☐ Language: Bids shall be prepared in English
- ☐ Currency: your BID currency shall be in US\$
- ☐ Items included in the BOQ, will be delivered upon orders with a minimum of expiry date of 1 year from the production date.
- ☐ TOR and Annex1 Documents are included in the application, signed, and reflected the first document of the BID ticking what is considered from these points and what is not.
- ☐ Financial offer to be submitted in a separate sealed envelope using a separate TOR document reflecting the prices in the above tables (Kit and Transportation).
- ☐ Letter of recommendations from previous customers and NGOs if applicable – Optional.
- ☐ Only, (Tender Reference **PR/2021/BE/0189- Baby Kits**) to be written on the sealed Envelope upon submission alongside the address - (Badaro, Sami El Soleh Ave, Serhal Building, 3rd Floor, Beirut – Lebanon)
- ☐ The offer must be submitted in English and in USD.
- ☐ Samples of all items needed to be provided in a closed box with the Tender Document. If samples are not provided by the bidder, the application will be marked as failing.